

Lead Caregiver Variance Request

A potential lead caregiver does not have the required education, coursework, and/or experience

Licensee/Designee Name:	License Number:	Date:
Name of Facility:		
Address, City, State and Zip Code of Facility:		
Phone Number:	Email address:	

Staffing shortages throughout the state have made it difficult to find lead caregivers who qualify with the rule requirements. Staff working full time need longer to get credentialed than the two years that are currently required, as it is difficult to work fulltime and attend school. The shortages of staff are impacting the center's ability to serve children and families.

I am requesting a variance to the following rules:

R 400.8122(5) Lead caregivers; qualifications; responsibilities.

(5) Lead caregivers shall meet 1 of the following qualifications shown in Table 3:

R 400.8122(5) Lead caregiver; qualifications; responsibilities.

(5) Lead caregivers shall meet 1 of the following qualifications shown in Table 3:

TABLE 3 Lead Caregiver Qualifications			
	Education	Coursework in Early Childhood Education, Child Development, or a Child-Related Field	Hours of Experience
(a)	Bachelor's degree or higher in early childhood education, child development, or a child-related field		
(b)	Montessori credential with		480 hours
(c)	Associate's degree or higher in early childhood education or child development		
(d)	Valid child development associate credential with		480 hours
(e)	High school diploma or GED with	12 semester hours and	960 hours
(f)	High school diploma or GED with	12 semester hours, 18 CEUs, or a combination to equal 18 clock hours with	1,920 hours
(g)	High school diploma or GED with	6 semester hours, 9 CEUs, or a combination to equal 90 clock hours with	3,840 hours

R 400.8122(6) Lead caregiver; qualifications; responsibilities.

(6) Lead caregivers qualified under subrule (5), Table 3, row (g) of this rule, have 2 years from date of hire in this position to obtain an additional 6 semester hours, 9 CEUs, or a combination to equal 90 clock hours, or 90 hours from MiRegistry.

Staff member _____ has a high school diploma/GED and:

- _____ hours of early childhood experience
- _____ semester hours
- ☐ Montessori ☐ Child Development Associate (CDA) credential
- _____ CEU's
- _____ hours of training in early childhood education/child development, including _____ hours from MiRegistry.

This staff member meets one of the following below:

Place a check in the box next to the situation that applies for this potential lead caregiver:	
<input type="checkbox"/>	Is currently working with the minimum credentials in R 400.8122(5)(g) and will obtain the additional education requirements in R 400.8122(5)(f) within 4 years of the date of hire.
<input type="checkbox"/>	Does not meet the required education and coursework in early childhood education, child development, or a child-related field but has meets the hours of experience listed in R 400.8122(5)(g) and will meet the education and coursework requirement of R 400.8122(5)(g) within 2 years of the date of hire and will meet the requirement of R 400.8122(5)(f) within 4 years of the date of hire.
<input type="checkbox"/>	Meets the education and coursework requirement but does not meet the minimum number of hours of experience.

I understand the following:

- If the lead caregiver does not complete the requirements to qualify under R 400.8122 (5)(g) within 2 years or complete the requirements to qualify under R 400.8122(5)(f) within 4 years, this variance will be reassessed.
- The variance described here is available for lead caregivers employed in a center with a program director who does not have a variance to the rules.
- R 400.8104 Rule variances.
(3) The granted variance may remain in effect for as long as the licensee continues to comply with the conditions of the variance or may be time-limited.

I agree to the following:

- While working to fulfill the education, coursework, and/or experience requirements, the lead caregiver will complete the duties identified in administrative rule R400.8122 (3), as stated below:
 - (a) Overseeing the planning, implementation, and evaluation of the classroom program and child assessment.
 - (b) Overseeing child care staff members for a specific group of children and overall care and supervision of children.
- While working to fulfill the education, coursework, and/or experience requirements, potential candidates for this position should be able to complete the duties identified in administrative rule R400.8122 (4), as stated below:

- (a) Be at least 19 years of age.
- (b) Have a high school diploma or GED.

- Within 90 days of starting this position, the lead caregiver will apply for, enroll, and be actively involved with one or more of the following:
 - Reconnect (www.michigan.gov/reconnect)
 - T.E.A.C.H. Scholarships (<https://www.miaeyc.org/professional-development/t-e-a-c-h-scholarships>)
 - Other programs (accredited college/university, Montessori Credential, Child Development Associate Credential)
- The center will have a fully qualified early childhood program director and at least one fully qualified lead caregiver employed at the center.
- This variance will be reassessed at the time of each interim and renewal inspection. Lead caregivers who are granted this variance must be able to demonstrate that they are actively working to obtain the identified qualifications.
- Reasons for rescinding a variance may include:
 - Failure to comply with the terms of the variance.
 - The variance is no longer necessary or appropriate.

If _____
(staff name)

- - leaves employment, this variance will be rescinded.
 - does not complete the minimum requirements to fully qualify as a lead caregiver within 4 years, this variance will be reassessed.

Licensee/Designee Name:	Licensee/Designee Signature:	Date: